
Certified Staff Employee Handbook

Mission Statement:

*The Mission of School District 34 is to inspire a passion for learning that empowers all students to achieve **personal excellence**.*

Antioch Community Consolidated School District 34
964 Spafford Street
Antioch, IL 60002
www.antioch34.com



Inspiring personal excellence

July 2019

Antioch District 34 Building Directory

Updated: July 2019

Antioch #34 Administrative Services Center

Superintendent: Dr. Jay Marino

964 Spafford Street

Antioch, IL 60002

(847) 838-8401

Director for Teaching and Learning: Kristina Guntharp

Chief Financial Officer: Cheryl Wadsworth

Administrator for the Integration of Teaching, Learning, and Technology: Adam Sax

Director of Student Services: Ann Scully

Human Resources Manager: Jason Feldman

Mary K. McNeill Early Learning Center

Coordinator: Susan Harkins

Grades: Pre-K

817 N. Main Street

Antioch, IL 60002

(847) 838-8901

Secretary: Valerie Browne

Antioch Upper Grade School

Principal: Joe Koeune

Asst. Principal: Eric Dohrmann

Asst. Principal: Jodi Salata

Asst. Principal: Josh Coon

Grades: 6 – 8

800 Highview Drive

Antioch, IL 60002

(847) 838-8301.

Secretaries: Cindy Baba, Marcia Jerina,

Susan Baird and Dawn Rychtanek

Hillcrest Elementary School

Principal: David Shepherd

Asst. Principal: Holly Kaprosy

Grades: K - 5

433 Depot Street

Antioch, IL 60002

(847) 838-8001

Secretaries: Lori Debevec , Dana Lawrence,

Bev Thompson and Jane Doty

Oakland Elementary School

Principal: Jim Cieciva

Asst. Principal: Lauren Bauer

Grades: K – 5

22018 W. Grass Lake Road

Antioch, IL 60002

(847) 838-8601

Secretaries: Janice Chrapla, Deb Sorby, and

Kathleen Martinez

W.C. Petty Elementary School

Principal: Joanna Gerritsen

Asst. Principal: Angelena Colon

Grades: K - 5

850 Highview Drive

Antioch, IL 60002

(847) 838-8101

Secretaries: Sue Abramson, Theresa Geer

Operations/Transportation

Operations Manager: Bill Schenk

Transportation Manager: Mary Holsinger

830 Highview Drive

Antioch, IL 60002

(847) 838-8388

Secretary: Susan Renick

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INTRODUCTION

Antioch Consolidated Community School District 34 welcomes you as a certified employee in our school district. We believe the quality of our staff is one of the most important factors in providing a quality education for the students of our community. You were selected as an employee because we believe the knowledge and skills you possess will assist our school system in meeting its mission. This handbook is designed to inform you of the employment policies, procedures and work rules of the school district for all certified staff. Nothing in this handbook shall be deemed to create contractual or legally enforceable rights. The policies, procedures and rules set forth in this handbook are not meant to be read narrowly, but rather to act as general guidelines that provide a framework for day-to-day practices. The Board or Administration may change or revoke the provisions of this handbook, with or without prior notice to employees. To the extent that an occurrence arises which is not governed by any of the policies or provisions set forth herein, the Administration may exercise discretion to resolve the matter.

Ethics

All district employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative and to maintain professional relationships with students, parents, staff members and others.

General Staff Expectations & Guidelines

Professionalism

As educators, we all want to be treated as professionals by students, parents and staff. In order to gain that respect, we must:

- dress in an appropriate manner;
- always be prepared for job duties on a daily basis;
- never criticize students, parents, or peers;
- treat everyone with respect;
- remember that all school information (grades, attendance, conduct, discipline, etc.) is confidential;
- turn in all requested forms and information on time;
- be open to new teaching methods, ideas, and information;
- be a lifelong learner.

Student Supervision

One of the primary responsibilities of every staff member is to help provide a safe environment for our students. Never leave students unattended in your classrooms or hallways and ensure that students are supervised at all times. If you leave your classroom for any reason, you must get another staff member to supervise your students for you.

Advertisements and Solicitations

No staff member will permit any commercial advertisement to be read or distributed, nor give lists of names of students to any advertiser or vendor, nor collect any contribution of money from students unless it directly pertains to necessary schoolwork, except under authorization of the principal.

Mailboxes and Email

Depending on your building, mailboxes are located in the staff lounge or the school office. Please check your mailbox regularly as messages will be placed in your mailbox as well as mail. Please also check your email regularly since

information is often communicated to staff via email. All emails and files on District computers are the property of District #34 and can be reviewed by the administration or designee at any time.

Outgoing mail may be placed in the bin in the school office. Outgoing mail that requires postage should be given to the school secretary for mailing or put in the “outgoing mail” slot by the teacher mailboxes. . Envelopes with prepaid postage printed on them are available in the office.

Mail that is being sent to another school or office in the district should be brought to the school office, placed in an inter-office envelope and put in the “pony” pouch. Pony delivery takes two days to reach every other destination except The Administrative Services Center, which takes one day.

Record Keeping

Every certified staff member shall maintain complete student, district, state and federal records as required by district policy and administrative regulations as required by their position. The records include, but are not limited to: attendance and tardiness, student behavior, student assignments, scores of teacher-made tests and standardized tests, report card information and grades.

Personal Attire

Proper dress by employees is in the best interest of Antioch School District #34. Professional dress has a positive impact upon activities at the building level and contributes to a positive community perception of the district and its schools. While school is in session, employees are required to dress in a manner that reflects a professional image and provides a positive example to students. If a building administrator believes that an employee’s attire is inappropriate, the administrator will ask the employee to change that clothing as soon as possible. Continued violation of these guidelines will lead to a system of progressive discipline of the staff member involved.

Guidelines:

This list should not be considered all-inclusive, but the following examples are provided to give guidance to employees in the area of professional attire.

Examples of inappropriate attire may include:

- see through or bare-midriff blouses, tops that allow part of the stomach to show when arms are raised;
- tank tops, halter tops, low-cut tops;
- shorts, skorts, or skirts that expose upper thigh;
- rubber-soled flip-flops;
- shirts with straps less than two inches wide;
- skirts with slits that expose upper thigh;
- jogging or sweat suits (except for Physical Education staff. Exceptions may also be made at the building level for spirit weeks other activities that lend themselves to such attire);
- jeans (exceptions may be made at the building level for casual Fridays, certain field trips and other activities that lend themselves to such attire);
- T-shirts or sweatshirts;
- articles of clothing with vulgar, suggestive, or indecent writing or pictures;
- articles of clothing that make reference to alcohol, drugs, or bars.

Letters Going Home/Public Information Procedures

A copy of letters or other informational items going home to the whole class should be given to the building principal for approval as the Principal is the public relations representative of the school building. All information that is designed for public consumption must be routed through the principal. Please obtain permission from your building principal if you plan to contact the news media. If you are contacted by the media, please direct them to speak with your building principal.

Parent Communications

All certified staff members are to maintain up-to-date parent communications regarding student needs, achievements and progress, according to established reporting procedures. Staff should initiate positive, ongoing communications with parents via phone calls, notes homes, student journals, and parent-teacher conferences. You are encouraged to be proactive in resolving potential student academic, behavioral or social problems by contacting parents with as soon as issues arise. You should always seek administrative assistance for added support as needed.

Accidents

All student and staff accidents or injuries, even those of minor nature, must be reported to the school office immediately. The staff person who was in charge when the accident occurred must complete an accident report form and submit it to the school office as soon as possible. All aspects of the incident should be documented. Forms and procedures for reporting are available from your building principal.

If a child reports an injury, make sure it has been reported to the building health clerk.

Elementary Duties (K-5)

- Hallway duty before and after school; all teachers should be outside of their classroom monitoring students in the halls.
- Walking students to and from special classes; students should not be passing through halls unsupervised.
- Take students **into** the cafeteria for lunch and making sure that the supervisors are there.
- Pick up your students at the door from recess.
- Bus duty

Supplies

Supplies such as paper clips, staples, pens, grade books, etc. are available from the school offices. Please ask the office staff when supplies are needed. If you need supplies for a project that are not available in the office, please obtain principal approval so that you may personally purchase those supplies that are less than \$25 and receive reimbursement. If you are purchasing an approved supply (less than \$25), please take a sales tax exemption letter with you. Exemption letters are available in the school office. Sales tax will not be reimbursed to you. Items or materials that are more than \$25 should be submitted to the building principal for approval and will be written out on a purchase order.

Field Trip Procedures

Please plan field trips well in advance. Field trip request forms are available in the school office, the forms detail what must be done to get approval for the trip. Parents or guardians of students in our district sign permission for field trips during registration, but you must notify parents before leaving on any field trip. Please make sure each of your students has a signed permission slip on file in the school office. The school secretaries will have access to the information. **TEACHERS MUST STILL INFORM PARENTS WHEN A FIELD TRIP IS SCHEDULED.** Parents have the right to revoke consent for a field trip.

- A. If you plan to use a school bus:
 1. Arrange details with the principal and transportation director as early as possible. Buses are available on a first come, first serve basis.
 2. School buses are requested only via the Transportation Request Form. Date availability may be confirmed by phone but a bus is not reserved until the form is received.
 3. Call the transportation department (ext. 8388) to set up details and confirm plans.

Please follow the procedures outlined on the form. The School Health Clerk will make sure each classroom teacher has the medications necessary for student use during a field trip.

All field trips must have an educational rationale.

Before booking any field trip, please call the Transportation Department, ext. 8388, to verify that there will be buses available on the day of the trip.

If there are buses available on the day of the trip, complete a Field Trip Request Form to be signed by the building principal and fax the form to the Transportation Department.

After the Field Trip Request Form is received by the Transportation Department, it will be reviewed and approved by Mary Holsinger (Director of Transportation) and faxed back to the school.

The time frames for field trips are:	Monday, Tuesday and Thursday:	9:00 – 2:15
	Wednesday:	9:00 – 1:15
	Friday:	9:00 – 2:00

Conferences

When conducting conferences, make sure you are ready to discuss each child and have relevant records and files with you. Keep your conferences on schedule by focusing on the topics you need to discuss as there are other parents waiting. It is **never** permissible to discuss another student or share other student data or test scores with parents.

Certified Staff Evaluations

Non-tenured staff are formally evaluated every year. Tenured staff will be evaluated once every two years. General information for teacher evaluation is contained in the collective bargaining agreement.

Unsafe Conditions/Situations

If any unsafe conditions or situations are noted by an employee anywhere on school property (parking lots, playground, hallways, etc.), notify the school principal immediately.

Transportation

Students are not allowed to ride another student's bus home except in the case of an emergency. For more information, please contact your building principal.

Building Maintenance

To maintain cleanliness and equipment/classroom repairs, submit written or email requests to the head custodians of each building with a courtesy copy to the building principals. If necessary, the head custodian or building principal will fill out a work order request for repairs that need to be completed by the buildings and grounds department. Requests for chairs for concerts or assemblies must be filled out on a work order at least one week ahead of the scheduled activity.

Tornado, Fire and Lockdown Drills

Tornado, fire and lockdown drills will be conducted periodically during the school year. Each classroom should have evacuation information posted in their rooms. Please review the procedures as outlined in your crisis plans with your students.

Visitors

Any non-student must have permission from the administration to be on school grounds. Direct all visitors to the school office to sign in and have their identification scanned in our electronic background check system. If a visitor has been

granted permission to be in the school, they will have a visitor's badge issued to them from the offices. Let a building administrator or office secretary know immediately if you have concerns about visitors at your school, either in the building or on the school grounds. Building safety and security is everyone's responsibility.

School Board Meetings

School Board Meetings are typically held the third Tuesday of each month beginning at 7:00 p.m. Board meetings will be held at the Administrative Service Center unless otherwise posted.

Proper Certification

All certified staff are responsible for maintaining the proper certification for their assignment. Failure to hold and maintain such certification could jeopardize their continued employment with the district.

Instructional Responsibilities

Instructional Planning

It shall be the responsibility of every certified teacher to:

- establish well-developed personal goals each year. These goals are subject to the approval of the principal and shall in some manner be related to the professional growth of the staff member;
- prepare lesson plans; these plans shall be of weekly duration for general education teachers and of daily duration for special education teachers;
- prepare lesson plans which shall also include the development of emergency lesson plans when an absence is unanticipated;
- prepare meaningful and relevant instructional materials for classroom presentations;
- strive to create a physical environment that fosters student learning; bulletin and display items shall be related to lessons currently being taught and/or seasonal in nature;
- collaborate with PD teams to develop team professional development goals;
- maintain an updated, individual "teacher web page".

Report Cards

Teachers are responsible for keeping an accurate documentation of student progress and recording appropriate grades for each student. Report cards for all levels require an effort grade in addition to an achievement grade. Narrative comments should address academic progress. Teachers should keep parents informed of student progress.

Friday Folder Notes (K-5 Buildings)

All teachers must establish professionally appropriate newsletters. Newsletters may be sent home electronically and/or posted on a teacher's webpage. Your principal will establish guidelines, procedures and timelines for reviewing material sent to parents.

Lesson Plans

Staff must prepare detailed lesson plans for daily classroom instruction and follow that plan when delivering instruction. Lesson plans must have clearly stated purposes, goals, objectives and planned activities that relate directly to the achievement of the plan's goal, learning standards and the district curriculum. With lesson plans and instruction, ensure proper scope and sequence of instructional content. Lesson plans must make effective use of available time and provide for a smooth transition between instructional and non-instructional activities. Staff must be prepared to submit lesson plans on a weekly basis to the building principal and should be available on a teacher's desk at all times

Substitute Folder

All teachers are expected to maintain a substitute folder in case of an unplanned absence. Each building principal will determine the process for collecting and storing these folders. Additionally, Aesop allows teachers to leave notes and attachments for the substitute. Please make sure to include all information about your classroom to the substitute i.e. an allergy-safe classroom, etc. with your sub plans.

Classroom Management

Make sure that parents and students are fully aware of classroom behavior standards. Rules, consequences and rewards are part of our District's Positive Behavior Intervention System (PBIS).

Student File Folders

Teachers must create student file folders for filing of Friday folder notes, correspondence with parents, anecdotal records, pretests, posttests, student work, etc. On the inside of each folder you can put the child's birth date, parents' names, address, phone numbers (home and work), etc. These folders are useful at conference time or during a phone conversation with a parent. Make sure all your records are dated and documented.

Students

Staff/Student Interactions

Staff members must always have more than one student under their supervision at all times. If a one-on-one supervision situation with a student arises, please make the appropriate arrangements to call in an additional adult supervisor or student. In such cases where one on one interaction is unavoidable, ensure the interaction takes place where both the student and staff member are in full view (i.e. near the classroom door window, in view of others, etc.). If a staff member has a specific question about any circumstances where an adult is meeting one on one with a student, please contact your building administrator.

Abused and Neglected Child Reporting (Bd. Policy 5:90)

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report such a case to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606. The employee shall also promptly notify the Superintendent or Building Principal in writing that a report has been made. All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at www.cybertipline.com. The Superintendent or Building Principal shall also be promptly notified in writing of the discovery and that a report has been made.

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the regional superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through eighth, in the detection, reporting, and prevention of child abuse and neglect.

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

Medication (Board Policy 7:270)

Teachers and other non-administrative school employees, except school health clerks, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Medical Alert

The school health clerk and classroom teacher should be made aware of any outstanding medical conditions, prescription medications, or changes in an existing condition which a child has such as allergies, heart condition, ADHD, epilepsy, asthma, diabetes, etc. The school health clerk will compile a list of pertinent medical information about students obtained from the registration information within the first week of school to be given to teachers and staff.

Student Behavior

It is the goal of District #34 to develop individuals who are responsible, have healthy self-concepts and demonstrate acceptable and appropriate behavior. Specific behavior guidelines are outlined in the Parent/Student Handbook. Please read the student handbook carefully and be familiar with its contents. It is also suggested that you cover the information in the student handbook during the first weeks of school.

Technology

Email Size

Every staff email box is limited to 50mb. You will receive a message if you are getting close to surpassing the limit. For information and tips on how to keep your email account from going over the limit, please refer to the technology portion of the District 34 website.

District 34 Print Shop

Copy jobs should be sent to the central copy shop adjacent to Antioch Elementary School. Jobs can be sent electronically from anywhere in the district (minimum of 20 copies.) For more information, please refer to the Print Shop information page in the staff section of the website or by calling 838-8908.

Teacher Websites:

All teachers are required to develop and maintain teacher websites. The technology department will provide teachers with login information when they receive the Technology Department orientation.

Access to Electronic Networks (Bd. Policy 6:235)

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Internet Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Copyright Awareness (Bd. Policy 5:170)

It shall be the duty of all employees to review the Administrative Procedures regarding copyright compliance. While staff members may use supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent, or his or her designee, whenever the staff member is uncertain about whether using or copyrighting

materials complies with the District’s procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

Working Conditions

School Hours

Certified staff at Hillcrest, Oakland, and W. C. Petty Schools have the following teacher work schedule:

Monday, Tuesday, and Thursday	8:15 a.m. – 3:40 p.m.
Wednesday	8:15 a.m. – 4:00 p.m.
Friday	8:15 a.m. – 3:30 p.m.

Certified staff at AUGS have the following work schedule:

Monday, Tuesday, and Thursday	7:20 a.m. – 2:50 p.m.
Wednesday	7:20 a.m. – 3:25 p.m.
Friday	7:20 a.m. – 2:45 p.m.

Certified staff at Mary K. McNeill Early Learning Center have the following work schedule:

Monday, Tuesday, and Thursday	8:00 a.m. – 3:25 p.m.
Wednesday	8:00 a.m. – 3:45 p.m.
Friday	8:00 a.m. – 3:15 p.m.

Every Wednesday, students have an early release providing time for teachers to engage in professional development. This time is used for building staff meetings, grade level meetings, staff development activities, articulation between buildings and school improvement planning.

Certified staff needing to leave the building during their workday should sign “out” when leaving and “in” when returning. Each school office will have a procedure for signing in and out.

Nothing in the section negates the language in section 13.10 of the current CBA.

Personal Property

Staff member’s personal items are their responsibility. Lost or stolen items are not the responsibility of Antioch District #34 and are not covered by insurance. Classroom doors should be locked when staff and students are not in the room.

Absences

All absences from regularly scheduled workdays shall be reported into the Aesop system for payroll and district absence tracking. This information is used daily to track absences in each school. Aesop is a 24-hour internet based application where absences are logged prior to the actual start time by computer or telephone. If a position requires a substitute, then the system will fill the absence automatically. Please remember that advanced notification of all absences benefits everyone. Below are valid absence reasons that are required to be logged into Aesop prior to the beginning of an absence, if employee is eligible.

Absence Reasons:

Bereavement	Jury Duty
Non-Comp Day <i>(Must use all other accrued time first)</i>	Personal
Internal Professional Development	Sick
External Professional Development	

Sick Leave (From Article 8.1 of the AEEA/BOE Agreement)

Each non-tenured teacher shall be entitled to ten (10) days of sick leave per school year. Tenured teachers with at least four (4) but less than fifteen (15) years of completed service with District 34 at the start of the school year shall be entitled to thirteen (13) days of sick leave per school year. Tenured teachers with fifteen (15) or more years of completed service with District 34 at the start of the school year and 150 days of accumulated sick leave at the end of the previous school term shall be entitled to twenty (20) days of sick leave per year. All unused sick leave days shall accumulate to a maximum of three hundred forty (340) days available for use, plus the days available for use in the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The administration may require a physician's certificate or verification as a basis for paying the sick leave. For purpose of this section, "immediate family" shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. After three days absence for personal illness, or as it may be deemed necessary in other cases, the employee shall be required to provide verification of their illness as outlined in Section 24-6 in the Illinois School Code.

It is the employee's responsibility to ensure all absences related to sick leave are submitted into Aesop.

Personal Days

Each teacher shall be given three (3) personal leave days at full salary per school year. Such unused leave shall accumulate as sick leave.

Advance notice through Aesop shall be submitted five (5) employment days prior to the date of leave to the Superintendent or designee. In the case of an extreme emergency for which advance notice was not provided, the teacher shall provide the Superintendent with an explanation of such emergency at a later time. Only for extraordinary reasons as approved by the Superintendent, shall personal leave be honored the first five (5) or last five (5) teacher employment days, the last employment day preceding or the first employment day following a school vacation or holiday. No more than three (3) teachers from a given attendance center may use emergency and/or personal leave on the same day unless specifically authorized by the Superintendent.

None of the above restrictions shall apply to recognized religious holidays of the teacher's faith, attendance at a wedding or graduation of the immediate family, or an emergency, which shall be explained as provided above. It is the employee's responsibility to ensure all absences related to personal leave are submitted into Aesop.

Court Duty

An employee shall experience no loss in pay or paid leave benefits because of jury duty or any other court mandated appearance as a witness. The employee shall turn over their jury duty pay to the district, less any transportation expenses incurred by the employee and documented to the Business Office. Employees required to appear for such court duty shall immediately provide their supervisor with a copy of the jury summons or the subpoena.

It is the employee's responsibility to ensure any absences related to court duty leave are submitted into Aesop.

Bereavement Leave

The Board shall provide each employee up to three (3) days of paid leave each school year for bereavement purposes. Such leave may be used to the extent it is necessary for the employee to make any arrangements for, or attend, services related to the death of an "immediate family member." The term "immediate family member" means parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, daughters-in-law, sons-in-law, nieces, nephews, and legal guardians. Unused bereavement leave shall not carry-over to the following school year.

Religious Observance

Supervisors shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days prior notice and the absence does not cause an undue hardship. Employees may use earned vacation time or personal leave to make up the absence. A per diem deduction may also be requested.

Professionally Related Absences

Internal Professional Development

Internal Workshops and or meetings are sponsored by the school district and can take place during normal school hours or after school, e.g.; Wednesday Building Based Workshops, Benchmarking Days, and Curriculum Training. There is normally no cost associated with internal workshops, outside of the possible mileage expense you may incur traveling to and from district sponsored buildings. CPDU certificates will be distributed at the conclusion of all qualified internal district sponsored events. Continuous and repeating events, e.g.; institute days, district sponsored committee meetings will have accumulated CPDU credits distributed to attendees at the end of the school year.

All requests for internal professional related absences shall be submitted through Aesop at least 1 week prior to the event. For most internal professional days, your school Principal will notify you of the scheduled event and if you are required to be in attendance. An Aesop Internal Professional Development absence request will be created by the attendee and approved by the building Principals prior to your attendance. No forms are required for internal professional development; all internal PD will be tracked through Aesop. Once approved, you will receive an email confirmation through Aesop and a substitute if specified as being required will be obtained. The timing of this approval process is imperative to allow adequate time for substitute assignments if needed. In the event that a professional absences is approved and then substitutes become unavailable, approval may be withdrawn.

External Professional Development

External

workshops and or conferences are usually sponsored by non-district vendors and or speakers. These workshops/conferences in most cases will require a registration process as well as associated fees (e.g.; registration fees, travel/mileage and meals). CPDU certificates will not be distributed by the school district for attendance to any external event.

All requests for external professional related absences shall be submitted at least 1 month prior to the event. It is suggested that you talk to your Principal about your interest in attending an external workshop. Once you have a verbal approval, complete a Professional Related Absence form for all attendees with a purchase order for any related expenses and any registration material that you may have on the event.

If expenses such as registrations fees are required, compete a purchase order that will include all attendees and submit all the professional related absence request forms, registration forms and purchase orders in one packet for approval by the building Principals and the Manager of Human Resources. The request forms, registration material and purchase orders will be forwarded on to Accounts Payable. There they will be processed for payment and registrations will be made for all attendees if required.

If there is no registration costs associated with the PD, then the request forms will be returned to the attendee/school for personal and professional record retention. At this time you may go ahead and register for the event if applicable.

Once you have all your approvals, it is imperative that you create your External Prof. Dev. absence in Aesop to allow adequate time for substitute assignments. In the event that a professional absences is approved and then substitutes become unavailable, approval may be withdrawn.

**See additional documentation and resources on our district website under:
STAFF-> HUMAN RESOURCES->PROFESSIONAL DEVELOPMENT**

Telephones

Every classroom has a telephone. These telephones do not ring in the classrooms during the instructional day for calls from outside the District. However, the telephones do ring when being called by someone from anywhere within the District. To bypass a ring to a room when calling from in the district, select *3, to take off the cover select #3. In an emergency, outside calls can be transferred from the offices to the classrooms.

Pay Periods

Employees are paid twice a month on the 15th and the last day of the month for a total of 24 checks.

Medical Examinations

A medical examination including a tuberculin test or chest x-ray by a licensed physician is a requirement of employment. The employee must provide the district with a physical exam and tuberculin test results performed no more than 90 days prior to the date of hire. This requirement is at the employee's expense. When additional physical examinations are requested in writing by the Board of Education, the cost shall be borne by the Board of Education, and the Board of Education shall prescribe the attending physician. All medical examinations, including TB results must be submitted within thirty (30) days of employment.

The administration may require a doctor's certification or verification at the employee's expense after repeated illness, tardiness or absences, or an illness or absence of three (3) days or more.

Investigations

Each hired employee must provide fingerprints for a criminal background investigation. In addition, all employees must complete a U.S. Citizenship and Immigration Services Form as required by Federal Law. Both the criminal background investigation form and the U.S. Citizenship and Immigration form must be returned to Human Resources prior to your first day employment.

Transfers (From Article 12.3 of the AEEA/BOE Agreement)

When student population or program changes necessitate staff changes, the Administration shall initially seek volunteers by posting a notice in each school's office and teachers' workroom. Any teacher wishing to volunteer for the position or positions shall notify the Superintendent in writing within ten (10) working days. If the volunteer is not accepted for the assignment, he/she shall be given a written reason or reasons for being rejected upon request.

While the Board shall encourage a practice of filling vacancies with voluntary transfers, it reserves the right and responsibility to assign personnel to positions, which are in the best interest of the District. Typically, written notification of transfers shall be given to the affected teacher(s) at least thirty (30) calendar days prior to the implementation of the transfer. In special circumstances determined by the Board, less than thirty (30) days' notice may be given. The Board, when selecting personnel to an assignment by way of involuntary transfer, shall give consideration to past transfers: that is, when possible, a teacher who has been transferred recently shall be given consideration not to be transferred. Transfers, voluntary or involuntary, are not grievable nor subject to the grievance procedure set forth in this Agreement. However, transfers may be appealed through the chain of command within ten (10) working days of the initial notification of transfer. Requests for appeal must be in writing. For purposes of this section, the chain of command shall consist of: 1) a joint meeting between the teacher and the teacher's principals for the buildings of both the former assignment and the new assignment, 2) the Superintendent. Following the meeting with the Superintendent, and upon the teacher's request, the Superintendent shall submit a written report to the Board regarding the matter and the teacher shall be entitled to submit a written report to the Board. Nothing herein shall preclude the Superintendent from reporting to the Board on his/her own initiative. This Article 12 shall not be applicable to circumstances in which significant staff transfers are required, such as the staffing of a new building.

Drug- and Alcohol-Free Workplace (Bd. Policy 5:50)

All District workplaces are drug- and alcohol-free workplaces. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District, and
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. Provide each employee with a copy of the District Drug- and Alcohol-Free Workplace policy;
2. Post notice of the District Drug- and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations;
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program. The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Smoke Free Schools

No person on school property shall smoke or otherwise use tobacco products. School property means within school buildings, in vehicles used for school purposes, or on school grounds.

Equal Employment Opportunity (Bd. Policy 5:20)

The District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, arrest record, military status or unfavorable military discharge,

citizenship status, sexual orientation, use of lawful products while not at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or Complaint Manager for the Uniform Grievance Policy. Initiating a complaint shall not adversely affect the complainant's terms or conditions of employment. For more information, please see Board Policy 5:20 and Board Policy 2:260

Family Medical Leave Act (FMLA) (Bd. Policy 5:185)

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered service member (defined herein) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered service member begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. A "covered military member" must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness. A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with FMLA regulations.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not possible, the notice must be given as soon as possible. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a certificate completed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a certificate completed by the employee's health care provider.
3. When the leave is to care for a covered service member with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered service member.
4. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work. An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices. Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

Workplace Harassment (Bd. Policy 5:20)

The School District expects the workplace environment to be productive, respectful, and free of unlawful harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, Equal Employment Opportunity and Minority Recruitment. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, Harassment of Students Prohibited.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by state and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint; Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An

employee’s employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee’s same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Whom to Contact with a Report or Complaint:

Nondiscrimination Coordinator:

Name	<u>Jason Feldman</u>
Address	<u>964 Spafford Street</u>
Telephone No.	<u>847/838-8457</u>

Complaint Managers:

Name	<u>Jason Feldman</u>	<u>Lisa Leigh</u>
Address	<u>964 Spafford Street</u>	<u>964 Spafford Street</u>
Telephone No.	<u>847/838-8457</u>	<u>847/838-8465</u>

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

Adult Relationships/Bullying (Bd. Policy 5:25)

Purpose

The School Board of Antioch Community Consolidated School District No. 34 believes that a school district which is free from aggressive behavior and/or bullying, of any kind, is the best environment to promote learning and encourage the development of positive character traits and socially desirable behaviors in children.

Additionally, the Board believes that a work environment in which employees are expected to exhibit professionalism and respect of others provides positive benefits for employees, permits employees to perform at their best, facilitates professional growth and development in employees and better enables employees to experience rewarding relationships with co-workers, students and parents.

Bullying

All forms of bullying are unacceptable and hinder dignity at work. Accordingly, aggressive behavior, including, but not limited to bullying, is prohibited on school grounds, on a school bus, at any school sponsored event, or at any activity that bears a reasonable relationship to school.

Employees should be actively aware of their workplace behavior and its potentially harmful or influential effect on others. Employees shall not engage in aggressive behavior and/or bullying and are encouraged to take steps to either prevent such behavior from occurring or terminate such behavior if it occurs.

Definitions

Aggressive behavior is defined as words and/or actions towards another, oneself, or property, of a forceful, hostile, injurious or destructive nature. Bullying is defined as a type of aggressive behavior in which an individual or a group, through the improper use of real or perceived power, or the use of threats, extortion, exclusion, or by any other method, inflicts, attempts, or intends to inflict, physical, verbal or mental suffering on another person or group of persons

Reporting Violations of the Policy

Persons who wish to report a violation of this policy must contact one of the Complaint Managers identified in the Board of Education's Uniform Grievance Policy, and report the complaint pursuant to the procedures set forth in said policy. The Complaint Manager shall promptly investigate the complaint.

Violation of this Policy

Any adult who violates this policy may be subject to sanctions, or discipline under Board policy; an employee handbook; or any provision of an applicable collective bargaining agreement. Such discipline may include, but will not be limited to, verbal or written reprimand, suspension, or termination of employment.

The District reserves the right to refer any aggressive behavior or bullying to appropriate law enforcement agency (ies) for such action as the law enforcement agency (ies) may deem appropriate and necessary.

Suspension and/or Dismissal (Bd. Policy 5:240)

Suspension without Pay

The Superintendent may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may only be suspended without pay as a disciplinary measure in full week increments to a maximum of 30 days.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any state or federal law that relates to the employee's duties; and
- Other sufficient causes.

At the request of the professional employee made within 5 calendar days of receipt of a presuspension notification, the Board or Board-appointed hearing examiner will conduct a presuspension hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence.

Suspension with Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

Reduction in Force / Seniority Policy

A. If removal or dismissal of a tenured teacher results from a decision of the Board to decrease the number of teachers employed by the Board or from discontinuance of some particular type of teaching service, written notice shall be given the teacher by certified mail at least sixty (60) days before the end of the school term together with a statement of honorable dismissal and the reason therefore.

B. In all such cases, the Board shall first remove or dismiss all teachers who have not entered upon contractual continued service before removing or dismissing any teacher who has entered upon contractual continued service and who is legally qualified to hold a position currently held by a teacher not yet on contractual continued service.

C. In the event tenured teachers must be laid off (inasmuch as possible, normal attrition shall be used), the Board shall determine the layoff by the following: Total experience; ability to perform duties other than classroom instruction; seniority within classification; education and training; skill and efficiency on the job; and what is in the best interest of the District. All criteria or factors shall have bearing on the decision of the administration. Seniority within classification: Elementary (K-5), and Middle School (6-8) shall have prominent significance. When teachers are involuntarily or voluntarily transferred from one classification to another they shall carry their seniority in classification with them. The decision of the Board is final and not subject to the grievance procedure.

D. If the Board has any vacancies for the following school term or within one (1) calendar year from the beginning of the following school term, the positions thereby becoming available shall be tendered to the tenured teachers so removed or dismissed in reverse order of reduction-in-force, so far as they are legally qualified to hold such positions. Vacancies which must be tendered to honorably dismissed tenured teachers during their period of recall rights include any full-time or part-time positions becoming available. Vacancies shall not be deemed to include, however, any short-term or substitute position of less than sixty (60) days' duration. To be eligible for recall, the tenured teacher must provide the Superintendent or designee, in writing, and prior to the last day of employment, with the address where he or she can be reached. Upon the tendering of any vacancy during the recall period, the tenured teacher must notify the Superintendent or designee of the acceptance of the position in writing within ten (10) calendar days of receiving, by certified mail, notice of the vacancy.

E. A tenured teacher's failure to notify the District of acceptance of a tendered vacancy shall constitute a rejection of the offered position. Any tenured teacher who rejects an offer of a full-time vacant position for which he or she is qualified shall be deemed to have waived his or her recall rights and will no longer be eligible for any other vacancy becoming available during the remainder of the recall period.

A. "Seniority" shall be defined as follows:

1. By length of continuing service in the School District within a category of position. Unpaid leaves of absence shall not be counted in determining seniority. However, unpaid leaves of absence shall not constitute an interruption or break in continuing service for seniority purposes.
2. If the years of total continuous service in the School District are equal between two or more employees, then seniority shall be determined by the total service in the School District, whether or not continuous. Such service shall be computed in the manner described in (1) above.
3. If the years total service in the School District are equal between two or more employees, then seniority shall be determined by considering a composite of the following factors:
 - a) Academic and professional preparation beyond minimum job requirements.
 - b) Type and nature of responsibilities.
 - c) Effectiveness in the execution of responsibilities, as documented in performance evaluations.
4. If two or more employees remain equal after application of the factors set forth in (3) above, the employee having greater seniority shall be determined by drawing lots.

District Administration Roles and Responsibilities

Kristina Guntharp **Director for Teaching and Learning**

- K-8 Curriculum
- Internal Professional Development
- External Professional Development Requests for Certified Staff
- Gifted Education
- Multiple Tiered Systems & Supports - Academic
- Title I and Title II Grant Implementation
- Hearing Officer
- Fine Arts/PE/Library Programming
- Registration
- Report Cards
- Summer School
- District Records

Cheryl Wadsworth **Chief Financial Officer/Chief School Business Official**

- District Contracts
- Food Services
- Transportation
- Finance and Accounting
- Budget/Levy
- Buildings and Grounds
- Payroll
- Purchasing

Adam Sax **Administrator for Integration of Teaching, Learning, and Technology**

- Project Lead the Way/Science Programming
- Technology Department
- Instructional Technology
- Data Analysis
- Student Assessments (NWEA, AIMSWEB, ISA and PARCC, DLM, Fitness Gram)
- Student Information System Management
- Matrix Database

Ann Scully **Director of Student Services**

- Special Education (Individualized Education Program) Services and Programs
- Section 504 Services
- Student Evaluation and Placements
- Pre-Kindergarten Screenings and Programs
- Health Services
- Occupational Therapy, Physical Therapy, Speech Therapy, Vision and Hearing Services
- Homeless Youth Services
- Birth to Three and Preschool for All Grants
- Individuals with Disabilities Education Act (IDEA) Pre-school and K-8 Grants
- Special Education Family Resource Network
- Proportionate Share—Private Schools
- Department Professional Development
- English Learners (EL) Services

Jason Feldman **Human Resources Manager**

- Employee Relations
- Compliance Tutorials
- Workmen's Comp / Safety / Risk
- Complaint Manager
- Non-discrimination Coordinator
- Compensation and Benefits
- Employee Evaluation
- Wellness
- Grievance Coordinator
- Labor Relations
- New Staff Orientation & Mentoring



Acknowledgement of Receipt of Certified Personnel Handbook

July 2019

I acknowledge that any existing Board policies and policy manuals shall not be deemed to create any contractual rights. Furthermore, neither prior practice nor oral representation by individual members of the Board or the Administration shall be deemed to create contractual rights. I acknowledge that only written agreement expressly approved and authorized for signature by the Board may be construed as creating any contractual rights.

Employee Name (Printed)

Employee Signature

Date